

CY 2014
09/28/2013 – 09/26/2014
FREDERICK NATIONAL LABS / FINANCE DEPT
GL ACCOUNT NUMBER STRUCTURE

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| MATERIALS & SUPPLIES |
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5410 - Animals & Animal Supplies

Animals, animal supplies, feed and bedding

5420 - Occupational Clothing & Safety Supplies

Clothing, eyewear, footwear, gloves, hearing protection, respirators

5430 – Biologicals

Chemicals, enzymes, oligos, peptides, reagents, sera, tissue culture media

5440 - Controlled Materials

Radioisotopes, DEA-controlled drugs, animal/human derived items, ATF alcohol

5450 - Industrial Supplies

Maintenance supplies, bags, batteries, compressed gases, replacement parts

5455 - Cleaning Supplies & Toiletries

Cleaning supplies, disinfectants, hand cream, shampoo, tissues, towels

5460 - Laboratory Supplies

Glass and plastic ware, consumables, instruments, apparatus, medical supplies

Equipment less than \$5,000

5470 – Office Supplies

General office supplies, photographic items, office furniture, food/grocery items

Sensitive items such as audio/video equipment, communication devices, fax machines

Not to be used for Computer hardware and accessories

5471 – Reprints

Reprints, manuscripts, processing fees, abstracts

5472 – Freight

Freight charges associated with materials shipped to and from NCI-Frederick (FedEx, Ups)

5473 - Telephone / Wireless Communication

Wireless communication service fees only

5474 - Printing & Reproduction

Services and supplies provided by vendors outside NCI-Frederick for printing, reproduction and film processing

5475 – Subscriptions

Subscriptions for job-related journals and publications

5476 – Dues

Non-personal dues for memberships to job-related organizations (contractor personnel only)

5477 – Books

Books and workbooks for job-related subjects

5480 - Computer Hardware (<\$5,000)

Computers, computer systems and accessories, modems, mouse, printers

System represents all items that make up one working base unit, excluding consumables, software, service and/or external peripherals.

5481 - Computer Software

Purchase and upgrades of software (regardless of dollar amount)

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| TRAVEL & CONSULTANTS |
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5511 - Foreign Travel

Costs associated with travel to foreign countries outside of the United States

NOTE: Travel to countries outside the U.S. including Canada and Mexico

5512 - Scientific Travel

Costs associated with domestic travel for research purposes (conferences, conventions, meetings, retreats)

NOTE: Trips to Alaska, Hawaii, Puerto Rico, Northern Mariana Islands and U.S. territories and its possessions

5513 - Administrative Travel

Costs associated with domestic travel for administrative purposes (conferences, conventions, meetings, retreats)

5514 – Training

Costs associated with training except registration fees (classes, courses, training sessions)

5515 - Recruitment Expenses

Costs associated with recruitment such as travel to recruitment functions and applicant travel to NCI-Frederick for interviews

5516 - Relocation Expenses

Costs associated with relocating employee such as expenses for travel, temporary living, house hunting and shipment of household goods

5517 – Immigration Expenses

Costs associated with immigration expenses

5519 – International Assignment Agreement

Costs associated with special agreements for employees assigned to foreign locations

5520 – NCI-F Seminars, Conferences, Workshops

All costs associated with seminars, conferences and workshops coordinated by NCI-Frederick

5550 – Registration Fees

All registration fees associated with travel and/or training

5570 – Consultants

Cost for personal services and/or expertise contracted to non-NCI-Frederick personnel

NOTE: All of the 55* GL account numbers except 5550 can include, but are not limited to: Airfare, Cabs, Hotel, Meals, Mileage, Parking Fees

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| EQUIPMENT PURCHASES |
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Non-expendable equipment with a value of \$5,000 and above with a life expectancy of two years or accessories which upgrade / enhance existing equipment

5610 - Capital Equipment and Accessories – R&D

Capital equipment and accessories charged to intramural centers or contractor R&D centers

5620 - Capital Equipment and Accessories - Admin

Capital equipment and accessories charged to contractor administrative centers

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| OPERATIONAL SUPPORT SERVICES |
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5720 - Vehicle Operations Services

Labor cost associated with vehicle expenses such as towing, repairs, battery installation

5721 - Vehicle Parts

Parts associated with the repair and upkeep of vehicles such as fuel, oil, belts, wiper blades

5722 - Vehicle Leases - Short Term

Vehicle leases less than 180 days

5730 – Miscellaneous

Specific one-time expenses which do not relate to any other established GL Account Number

5731 – Postage

Charges for mailing contract-related materials

5750 - Leases & Rental Agreements - Admin

Agreements for administrative items such as copiers, water systems, pagers

Rentals of forklifts, jackhammers, on-site storage and office trailers

Vehicle Leases over 180 days

5751 - Leases & Rental Agreements - R&D

Leases and rentals of R&D capital equipment and real property

5760 - Service Maintenance Agreements

Service Agreements on government-owned lab and administrative equipment

5761 – Miscellaneous Supplies for SMA

Miscellaneous Supplies for SMA

5762 – Software Support Agreements

Service Agreements for software licensing and support

5763 – Equipment Repair, Time & Materials

Costs for repairs not covered by Service Maintenance Agreements

5764 – Relocation of Equipment

Costs associated with relocation of equipment

5780 - Research Support Services

Contracted professional scientific services such as collecting tissue samples, lab testing, medical and veterinary services

5781 - Library Services and Searches

Services for Online databases such as Fedlink, Network Office

5782 - Animal Related Contracts

Contracted services specifically related to Animal Research

5783 – Validation, Calibration & other GMP Services

Agreements for validation, calibration and other GMP compliance services

5790 - Administrative Support Services

Administrative services such as bindery, courier, design charges, laundry, temporary agencies

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| FACILITIES OPERATIONS |
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5811 - Construction/Renovations - Real Property

Contracted services for the construction, renovations or modifications of buildings which are considered real property

5812 – Construction / Renovations – Personal Property (Non-Taxable)

Contracted services for construction, renovations, or modifications of buildings which are considered personal property

5813 – Construction / Renovations – Personal Property (Taxable)

Contracted services for construction, renovations, or modifications of buildings which are considered personal property

5820 - A & E

Architect and Engineering Services

5831 - Installed Equipment - R&D

R&D installed equipment permanently connected in a building such as autoclaves, counter tops, hoods, HVAC, washers

5833 - Installed Equipment – Administrative

Administrative installed equipment permanently connected in a building such as base cabinetry

5840 - Off-Site Facilities

Leases for facilities, utilities, and non-capital furnishings of off-site facilities

5841 - Off-Site Facilities Services

Services for Security and Cleaning of off-site buildings

5850 - Maintenance and Repair - Real Property

Charges for contracted maintenance and repair of buildings such as carpet, flooring and painting

5875 – Intercompany Transfers

Charges for services performed by other SAIC business units in support of the OTS contract

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| CORE SERVICES |
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5901 - Biological Products
5906 - Repository Services
5907 - Proteomics & Analytical Technologies
5908 - Protein Chemistry
5909 - DCEG Hormone Analysis Spt Charge Back
5911 - Clinical Immunology
5912 - Clinical Immunology Admin
5913 - DNA Extraction
5914 - CMRP Support
5915 - Media Support (DBS)
5918 - Image Analysis Lab
5919 - Molecular Technology Lab
5920 - Transgenic Core
5922 - Flow Cytometry Core Support
5924 - Cryopreservation
5926 - Sequencing Facility Support
5927 - Knockout Core
5928 - Scientific Publications Graphics & Media
5930 - Information Systems Program
5931 - Protein Expression / Production Lab
5933 - Lab of Experimental Immunology
5934 - Animal Health and Diagnostic
5936 - Animal Molecular Diagnostics
5937 - Animal Holding
5938 - Animal Holding (NIH)
5941 - Animal Technical
5942 - Animal Technical (NIH)
5943 - Pathology / Histotechnology
5946 - Receiving and Quarantine
5947 - Small Animal Imaging
5948 - NCI Mouse Repository
5949 - High-Throughput Genotyping
5962 - NCI-CCR DNA Minicore
5963 - Confocal Core Facility
5964 - Biophysics Resource Lab
5966 - Viral Technology
5967 - CAPR-LASP-TSA
5970 - Administrative Support
5972 - QC Testing (BDP)
5974 - Building Support
5976 - VPP Security
5980 - Work Orders